Dear Sir/Madam,

De Nederlandsche Bank (DNB) employs a direct reporting system to collect data for the Balance of Payments and the International Investment Position. Pursuant to Section 7 of the 1994 External Financial Relations Act [*Wet financiële betrekkingen buitenland 1994* or *Wfbb 1994*] and Section 2(2) of the 2003 Balance of Payments Reporting Instructions [*Rapportagevoorschriften Betalingsbalansrapportages 2003* or *RV 2003*], DNB examines the balance sheet figures of all Special Financial Institutions (SFIs) each year by means of a mandatory benchmark report.

As your institution is registered with us as an SFI, under registration number «registration number», we request that you ensure that your SFI benchmark report (BEB reporting profile) for the 2012 financial year, disregarding the last month of that year, is received by DNB **no later than 15 April 2013**.

Reporting method

Reporting to DNB is effected through our e-Line Balance of Payments Internet application. The application, and the relevant documentation, may be accessed at https://www.dnb.nl (click on 'English'). The installation guidelines, user manual and terms of use are also available on this website. Click on 'e-Line BB' under the 'Statistics' header, then select 'General user documentation'. For a copy in PDF format of the Benchmark reporting form and explanatory notes, select 'Reporting profiles', then 'BEB'.

By separate letter addressed to the Board of Management, we will be sending you the access code. You will need this, in combination with the registration number mentioned in this letter, to gain access to the secure area of the website. There, after creating your own password, you may use the e-Line Balance of Payments application to prepare and submit your report. For more information about logging in for the first time, see section 3.1 of the user manual under 'General user documentation' on our website. If you have any questions regarding the access code, please contact us on +31 20 524 3880.

Before you may use the 'production module' of the e-Line application to submit reports, you will be shown the registration data for your institution as they are known to us. Please report any changes in these data to us. You can do so by clicking the button at the bottom of the register data screen. Next, in the 'status overview' of the e-Line Balance of Payments application, you will see the Benchmark Report (BEB reporting profile) for the 2012 financial year. Please send us this report **no later than 15 April 2013**.

Statutory requirement

We point out that the obligation to furnish the requested data in time and truthfully is laid down in the aforesaid Wfbb 1994 and RV 2003. If you fail to meet this reporting requirement, DNB will be authorised to impose an administrative fine and/or a cease and desist order under penalty.

For questions regarding technical support, please contact our service desk on +31 20 524 6111 on weekdays from 08:00 to 18:00 hours CET. For content-specific questions, please contact the BFI Benchmark Team on +31 20 524 2410. You may also submit content-specific questions and changes in registration data by email on si.benchmark@dnb.nl.

Thank you in advance for your cooperation.

Yours sincerely,
De Nederlandsche Bank NV

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*For a definition of the term SFI, we refer to Sections 2(1) and 2(2) of the 2003 Balance of Payments Reporting Instructions [*Rapportagevoorschriften Betalingsbalansrapportages 2003* or *RV 2003*], available at our website www.dnb.nl. The 1994 External Financial Relations Act [*Wet financiële betrekkingen buitenland 1994* or *Wfbb 1994*] can be found at http://www.toezicht.dnb.nl/4/6/50-204712.jsp